

**THE LIBRARY OF VIRGINIA  
RECORDS MANAGEMENT DIVISION**

**GENERAL SCHEDULE NO. 10**

**SCHEDULE TITLE:** Fire and Rescue Records

**SCHEDULED AGENCIES:** County and Municipal Governments

**SCHEDULED DIVISIONS:** Fire and Rescue Departments

This schedule is continuing authority under the provisions of the Virginia Public Records Act, Sections 42.1-76 et seq. *Code of Virginia*, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, *Certificate of Records Disposal*, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

APPROVED BY: Dennis M. Hallerman, Acting State Records Administrator

Effective Schedule: Date February 15, 1996

The following categories are included in this Schedule:

- I. [General Records](#)
  - II. [Equipment Records](#)
  - III. [Fire and Rescue Records](#)
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## **I. GENERAL RECORDS**

### **Administrative Records**

Retain in accordance with The Library of Virginia (LVA) General Schedule (GS) No. [19](#), *Administrative Records Retention and Disposition Schedule*.

### **Electronic Records**

Retain in accordance with LVA [GS-23](#), *Electronic Records Retention and Disposition Schedule*.

### **Fiscal Records**

Retain in accordance with LVA [GS-2](#), *Fiscal Records Retention and Disposition Schedule*.

### **Personnel Records**

Retain in accordance with LVA [GS-3](#), *Personnel Records Retention and Disposition Schedule*.

## **II. EQUIPMENT RECORDS**

**This schedule is arranged in the following format:**

### **GS-10 Series Number and Title**

Scheduled Retention and Disposition

#### **1. Accident Files, Equipment and Vehicle**

Retain 3 years after accident, then destroy.

#### **2. Apparatus Inspection and Repair Files and Reports**

Retain maintenance and repair cards and files for the life of the apparatus, then destroy. Retain reports 3 years after creation, then destroy.

#### **3. Gasoline and Fuel Files**

Retain 3 years after creation, then destroy.

#### **4. Inventory Files**

Retain until superseded, then destroy.

## **III. FIRE AND RESCUE RECORDS**

#### **5. Ambulance Run Files**

See item [7](#), this schedule.

#### **6. Building Plans, Commercial**

Retain until superseded, then destroy.

#### **7. EMS Incident Reports**

Retain 5 years, then destroy.

#### **8. Emergency Incident Communications Records**

##### **- 8a. Tapes**

Retain 30 days, then recycle.

##### **- 8b. Logs and other records**

Retain 2 years, then destroy.

#### **9. Fire Alarm Reports**

Retain 3 years after creation, then destroy.

#### **10. Fire and Safety Education**

Retain until superseded or obsolete, then destroy

#### **11. Fire Investigation Records**

**- 11a. Arson and Suspected Arson Files**

Retain 20 years after the close of investigation, then destroy.

**- 11b. Non-Arson Files**

Retain 5 years after the close of investigation, then destroy.

**12. Fire Lane Plans**

Retain for the life of the project, then destroy

**13. Fire Levy District Maps**

Retain until superseded, then destroy.

**14. Inspection Files and Reports (Building, Fire Hydrant, etc.)**

Retain 3 years after the inspection then destroy.

**15. Parking Violation Tickets**

Retain 2 years after issuance, then destroy.

**16. Permit Files (Burning, Explosion, Fireworks, fumigation, Tent, etc.)**

Retain 2 years after permit expiration, then destroy.